Release 2.0 Fact Sheet

Release 2.0 introduces exciting new features to OTCnet that strengthen the application and address agency feedback. This release focuses primarily on adding the multiple Classification Key (C-Key) functionality to the Check Capture Component. Additionally, this release add the reporting of Adjustments, Corrections, and Rescissions (ACR) for Check Capture. Below you will find information about these enhancements.

Multiple Classification Keys (C-Keys)

What is the Multiple Classification Keys (C-Keys) feature and what is its benefit?

This feature allows users to select more than one C-Key or Accounting Code to classify a check item or an entire batch at the summary level. The benefit of this new feature is that all check transactions processed through Check Capture can be classified at the point of initiation as a Central Accounting Reporting System (CARS) reporter.

What is the difference between summary level and item level classification?

Summary level classification allows a user to select one or more C-Keys or Accounting Codes to classify a batch prior to approving the batch. Item level classification allows a user to select one or more C-Keys or Accounting Codes to classify an individual check item prior to saving the scanned check item.

How can my Endpoint start classifying batches with multiple accounting codes?

An authorized agency user must specify if an OTC Endpoint is configured to be classified at the Summary Level or Item Level. If you have any questions, please contact the Treasury OTC Support Center.

Where can agencies enter multiple C–Keys?

Agencies can enter multiple C-Keys when scanning a check item or when managing a batch. To classify a check item with multiple C-Keys, a Check Capture user can first scan a check and enter the **Amount** and any **User Defined Field** data, and then click the **Multiple** radio button. An *Account Classification* dialog box appears and the user can then enter the multiple C-Keys or Accounting Codes.

How is the Multiple C-Key feature Impacted by the approval process?

All OTCnet agencies must classify batches when they are a CARS reporter. When classifying a batch with multiple C-Keys, an agency user can click **Check Processing**, click **Batch Management**, enter batch **Search Criteria**, click **Search**, and then click **View/Edit Batch Classification.** An *Account Classification* dialog box appears, click **Edit** and enter C-Keys.

Additional OTCnet Features

If you would like to learn more about additional OTCnet functions, please visit the OTCnet training webpage by clicking the following link or copying and pasting the address into your browser: http://www.fms.treas.gov/otcnet/training.html

Contact Us

For additional assistance, please contact:

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Adjustment, Correction, and Rescission (ACR) Transactions for Check Capture

What are Adjustment, Correction, or Rescission (ACR) Transactions?

ACR Transactions are transactions that are adjusted, corrected, or rescinded after they have been processed in OTCnet. An example of this type of transaction is when a check is scanned and approved, but the amount entered for a check does not match the actual check amount. In this case, the transaction is corrected by agency request outside of OTCnet so that the amount entered is accurate.

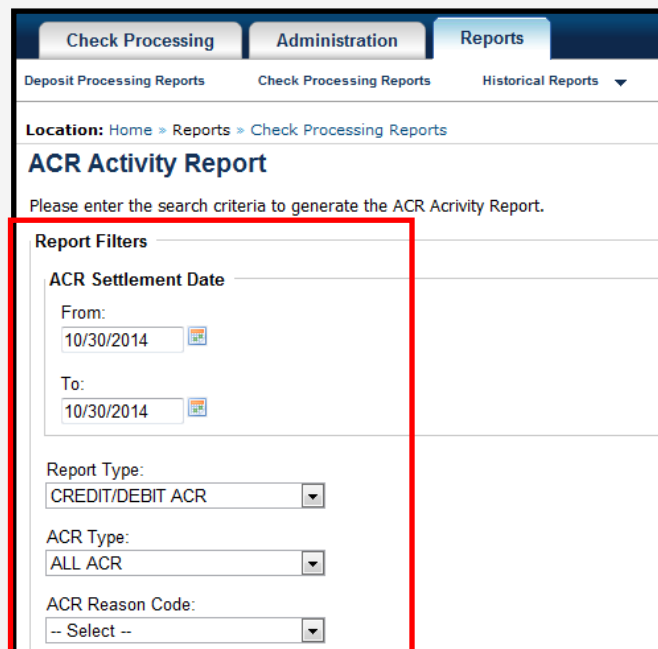## What is an ACR Activity Report and which users can access this report?

With release 2.0 we are creating a new report that captures the ACR activity for Check Capture. The ACR Activity Report displays detailed information about transactions that were adjusted, corrected, or rescinded outside of OTCnet by the OTCnet Operations Team. Agency Managers, Check Capture Administrators, Report Viewers, MVD Viewers, and the MVD Editors can access the report.

How can my agency search for the ACR Activity Report and what are the search criteria?

To access the ACR Activity Report, click the **Reports** tab, click **Check Processing Reports,** and then click **ACR Activity Report**. The *ACR Activity Report* page appears, as illustrated in the image below.

ACR Transactions can be search based on: ACR Settlement Date, Report Type, ACR Type, ACR Reason Code, Report Format, and OTC Endpoint, as shown in the image below:

What changes are being made to the CIRA CSV file?

The CIRA CSV file now displays ACR information. ACR Type, ACR Reason Code, ACR ALC, ACR ALC+2, ACR Voucher Date, ACR Voucher Number, ACR Settlement Date, ACR Credit Indicator, ACR Amount, and Legal Transaction Amount. For additional information, please reference the CIRA CSV Reference Guide.

How can I search for these ACR Transactions in CIRA Records?

To search for ACR Transactions in CIRA Records, click the **Reports** tab, click the **Check Processing** tab, select **CIRA Query** and click **View**. The *CIRA Query* page appears. To search for an ACR Transaction, you can click **Search ACR Transactions,** select an **ACR Type,** select an **ACR Reason Code,** enter an **ACR Voucher Number,** or enter the **From** and **To ACR Settlement** range, and then click **Search.**

Default Accounting Codes

What is a Default Accounting Code and what is the benefit of this feature?

The Default Accounting Code feature allows your agency to add an Accounting Code to your OTCnet Endpoint and the Accounting Code can be used to classify a batch if it contains failed items from Check Capture. Additionally, the Default Accounting Code can also be used to classify a transaction if there is an ALC Correction.

How can my agency choose and add a Default Accounting Code in OTCnet?

If you are a CCS or CCLO, you can add a Default Accounting Code. To add a Default Accounting Code, click **Administration**, click Manage **Organizations**, click **Processing Organizations** and then click **Modify**.

Select the endpoint you wish to modify and click **Next**. Under the *Accounting Classification for Adjustments, Corrections, and Returned Items* section, select a default accounting code for your debit and credit transactions, as shown in the image below.

Agency Comments for Check Capture

What is a Deposit Voucher Agency Comment for Check Capture and what is the benefit of this feature?

Release 2.0 allows agencies to enter comments for deposit vouchers by ALC for Check Capture. Agency comments typically relay information regarding the ALC location to the Collection Information Repository (CIR). Agencies can use this feature to update Agency Comments on an as-needed basis.

Which users can view, edit, or remove Deposit Voucher Agency Comments in Release 2.0?

The Accounting Specialist, Local Accounting Specialist, Check Capture Supervisor and Check Capture Lead Operator can access the Deposit Voucher Comments.

To access this feature, click the **Administration** tab, click **Manage Organization**, select **Organization Hierarchy**, click **Modify**. Then select the endpoints, click **Advanced Administration**, and enter **Agency Specific Comments**.

File Interface Specifications 3.0

What changes are being made in File Interface Specification 3.0?

In Interface Specification 3.0, the Batch Upload service was enhanced to support multiple C-Keys or Accounting Code information, batch classification information and batch approved date information. Additionally, the maximum number of check items that can be uploaded per batch is 3,000 instead of 6,000.

What actions does my agency need to take to prepare for Interface Specification 3.0?

To be able to support multiple C-Keys or Accounting Codes, as well as the additional features made available in OTCnet Release 2.0, please ensure your agency develops your XML Schema Definition (XSD) according to Client Web Methods Interface Specifications Version 3.0. If you have any questions, please contact the OTCnet Deployment Team.